

Los Alamos National Laboratory — Supplemental Instructions

Section: 52 Solicitation and Subcontract Clauses

Subject: 52.2 Standard Solicitation Notes

PURPOSE:	This Supplemental Instruction (SI) establishes the procedures for use of standard solicitation notes.
POLICY:	Procurement personnel are to use the current solicitation notes when applicable and are to follow the procedures outlined herein to recommend revisions to them.
SCOPE:	This SI generally applies to written solicitations for fixed-price subcontracts for supplies and services, other than research and development. Use of the standard solicitation notes is authorized for other types of written solicitations, where appropriate.
PROCEDURES:	
Background	A current set of standard solicitation notes is to be provided to all Procurement personnel, to decrease the writing of custom notes for every solicitation. These standard notes reflect the Laboratory's policies and requirements for its subcontractors for most circumstances.
Boilerplate	A boilerplate of required solicitation notes appears in the front of the standard solicitation notes document. A hard copy of this boilerplate is to be attached to all solicitations.
Standard Notes	Additional notes will probably be needed in the solicitation. These notes are to be copied verbatim (without the identifying numbers) from the standard solicitation notes document, as the situation requires.
Custom Notes	If a unique solicitation situation arises, custom solicitation notes may be created. If it becomes apparent that a custom note will be used in a large number of solicitations, inclusion of the note in the standard solicitation notes document should be recommended to the BUS-5 Group Office. BUS-5 will submit the suggestion to the solicitation notes committee.
Revising Standard Notes	<p>If a solicitation note should be revised or added to or deleted from the set of standard notes</p> <ul style="list-style-type: none">• The suggested change should be provided in writing to the BUS-5 Group Office;• BUS-5 will submit the suggestion to the solicitation notes committee for review; and

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PROCEDURES:
(cont.)

- If the committee decides that the change should be made, it will publish and distribute the revised set of standard solicitation notes.

RESPONSIBILITIES:

**Procurement
Specialist**

The procurement specialist is responsible for

- Using the current set of standard solicitation notes, as applicable;
- Creating custom solicitation notes, as required; and
- Recommending changes, additions, and/or deletions to the standard solicitation notes.

**Procurement Team
Leaders**

Team leaders are responsible for ensuring that procurement specialists are using the current standard solicitation notes, when applicable.

**BUS-5 Group
Office**

The BUS-5 Group Office will coordinate the input of suggestions for revisions to the standard solicitation notes document and the publishing and distributing of the current notes.